

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

CAPTION: Labor Market Data Collection and Analysis
PROPOSED CONTRACTOR: BW Research Partnership, Inc.
PROGRAM AGENCY: Department of Employment Services (DOES)
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304 and 1700

1. MINIMUM NEED:

The Department of Employment Services (DOES) requires the services and expertise of a contractor to conduct labor market data collection and analysis. This information is needed to help DOES make informed decisions about planning, service delivery, and the development of strategies for business attraction and retention. Upon completion of data collection, the contractor will produce two deliverables: a comprehensive report of the findings based on skills gap analysis and a catalogue of training providers in the region. The skills gap analysis will identify occupational skills valued by the District's employers and assess the extent to which these skills are developed as part of the existing training programs. The catalogue of training providers will help the District's jobseekers find suitable training opportunities.

2. ESTIMATED REASONABLE PRICE:

The estimated reasonable cost is \$113,946.67.

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- 1) In December 2012, DOES made a grant award to BW Research Partnership, Inc. to conduct labor market data collection and analysis that would help DOES make informed decisions about planning, service delivery, and the development of strategies for business attraction and retention. Major components of the project included design and implementation of surveys of employers and training providers, skills-gap analysis based on the collected data, and production of a catalogue of training providers in the region.
- 2) The original grant award expired on June 30, 2013. By that time, BW Research Partnership, Inc. completed the first one third of the project (mainly, the design of survey instruments) and was reimbursed for this part of the grant. BW Research had no fault in its inability to complete the remaining two thirds of the original project by June 30, 2013.

- 3) DOES is now requesting a sole-source procurement with BW Research Partnership, Inc. for completion of the remaining two thirds of the original research project.
- 4) Since BW Research Partnership, Inc. has helped DOES to design the questionnaires for the surveys of employers and training providers, it is fully familiar with the methodology and the research goals of the current project.
- 5) BW Research Partnership, Inc. has already started implementing the employer survey by drawing the sample of employers, mailing out the survey letters, and collecting a large number of survey responses.
- 6) BW Research Partnership, Inc. has already started to compile a comprehensive list of training providers (and their programs of study) to be included in the survey of training providers and in the catalogue of training providers.
- 7) BW Research Partnership, Inc. has already started implementing the survey of training providers by conducting pre-testing and web programming.
- 8) Only BW Research Partnership, Inc. currently possesses the information needed to complete all the requirements of the original grant award in a timely manner.
- 9) Additional procurement actions will only unduly burden the agency by creating unnecessary delays in the delivery of required research services and by increasing the agency's expenses due to duplication of already completed results.

4. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

Date

Lisa Mallory
Agency Director
Department of Employment Services

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Jerome Johnson
Contracting Officer
Department of Employment Services

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

James D. Staton, Jr.
Chief Procurement Officer